

Memorandum

To: Panel Members Date: June 26, 2003

From: Ron Tagami, Manager Analyst: S. Lipkin
Peter DeMauro, General Counsel

Subject: One-Step Agreement for **Practical Data Processing, Inc.**
(www.pdpcenter.com)

CONTRACTOR:

- Multiple Employer: Training Agency
- Training Project Profile: Job Creation: Training of Unemployed Workers
Retraining: Companies with out-of-state competition
- Legislative Priorities: Displaced/Potentially displaced workers and Promotion of California's Manufacturing Workforce
- Type of Industry: Various Industries
- Repeat Contractor: Yes
- Union Representation: No
- Name and Local Number of Union representing workers to be Trained: None of the core group of employers is represented by collective bargaining agreement.

CONTRACT:

- Program Costs: \$637,600
- Substantial Contribution: \$0
- Multiple Employer Support (8%) \$41,100
- Total ETP Funding: \$678,700
- In-Kind Contribution: \$462,000
- Maximum Contractor Charge: 0 per trainee
- Reimbursement Method: Fixed-Fee
- County(ies) Served: Los Angeles and Orange
- Duration of Agreement: 24 months

THIRD PARTY SERVICES:

The Contractor states that consultant services have not and will not be used.

PRIOR PROJECTS:

The following are completed project statistics for ETP Agreements with this Contractor within the last five years:

Agreement No.	Location (City)	Term	Agreement Amount	Amount Earned	% Earned
ET8-0683	Artesia	4/1/98-3/31/00	\$2,170,560	\$2,094,436	96%
ET00-0119	Artesia	9/13/99-9/12/01	\$2,409,775	\$2,312,110	96%

ACTIVE PROJECTS:

The following are current project statistics:

Agreement No.	Term	Agreement Amount	Number To be Retained	Number Enrolled	Number Completed Training	Number Hired (Complete for new hires only)	Number retained for 90 days
ET01-0352	6/30/01-6/29/03	\$1,519,550	550	440	388	196	226*

*The Contractor expects to retain 309 trainees total (56%). For New Hires only the Contractor expects to retain 190 out of 200 (95%). The retraining portion of this Agreement was impacted greatly by the events of September 11, 2001 and the state's economic downturn in 2001-2002, causing many potential participating employers to postpone their training plans. In early 2003, more employers started expressing interest in ETP training, however, due to the contract's training completion date of March 30, 2003, trainees could not be enrolled because not enough time would be allowed for training completion.

NARRATIVE:

This is the fifth project between the Employment Training Panel and Practical Data Processing, Inc., (PDP). PDP is eligible to provide training under the California Unemployment Insurance Code, Section 10205 (c) (2) as a training agency.

Practical Data Processing, Inc., is a private corporation, established and incorporated in the State of California in 1983. PDP specializes in Computer Skills training to serve the needs of the surrounding business community and to individuals seeking employment. The Contractor has two training facilities located in Artesia and Monrovia, California.

Ongoing advancements in computer technology require both large and small businesses to update and/or replace their equipment with increasingly complex high-tech equipment. The viability of many of these companies is tied to computers as a condition of sustaining their businesses; therefore, unemployed individuals and retrainees must learn the new skills associated with the latest hardware and software applications to improve their chances of new employment or continued employment.

NARRATIVE: (continued)

The Contractor proposes to train 200 unemployment insurance recipients or individuals who have exhausted their unemployment insurance benefits within the last 24 months and 100 retrainees who are employed by companies with out-of-state competition.

To recruit trainees for the New Hire program, PDP will utilize recruitment resources available through EDD. In addition, PDP will place weekly ads in local newspapers and distribute fliers in markets, libraries, and public offices.

Classes will be comprised exclusively of ETP participants.

Employer Demand

As an active member of local Chambers of Commerce and Workforce Development Committees, PDP reports it has developed meaningful business relationships with many employers over the past 20 years. In addition, PDP states that it maintains full-time staff members dedicated to marketing its program. A strategic plan consisting of tapping into the 20 year old database of former clients coupled with distribution of marketing materials to new companies results in approximately 80-90 new job listings per month.

Employer training needs are assessed regularly by personal contacts, telephone interviews and through industry information sources. PDP reports that its assessment process includes identification of employer demand, identification of job skills, customization of curricula, completion of questionnaires, and implementation of recruitment plan for the placement of graduates.

The Computerized Accounting curriculum for New Hires was designed exclusively based on the requests, input, and feedback received from participating employers. The Contractor reports that these companies have experienced difficulty in finding workers with the essential skills to support the increased use of technology in financial management, which has become a necessity in our global economy.

The Computer Skills curriculum for Retraining is comprised of several levels of computer technology courses. The curriculum has been designed and customized based on assessments of both the participating employers and their workers. This training will allow these retrainees the opportunity to learn new and specific skills to improve their chances of continued employment. The training for the workers receiving 24-80 hours will be conducted both at the participating employers locations and at the training center. The training that is conducted centrally will include approximately 50 percent classroom training and 50 percent individual laboratory work. This training is customized and designed for trainees based on individual company's needs and each trainee's job requirements. Training will be conducted centrally to minimize the disintegration of the participating employers database and information systems.

Supplemental Nature of Training

The training to be funded by the ETP is supplemental to the training provided by the participating employers. Each employer has certified that the training does not duplicate any training otherwise provided by the employer. PDP states that without assistance from the ETP, most small and medium size employers simply do not have the financial resources, time, or expertise needed to provide the comprehensive training required to upgrade the skills of their workers. Most participating companies provide ongoing on-the-job training in areas such as safety and industry-specific skills which are conducted in-house on an individual as-needed basis. To contrast this, these employers are requesting a program to train their workers in one or more of the ever growing, complex computer software skills offered by the Contractor. This will allow the trainees to achieve workforce skills development which will, in turn, facilitate specific, company-oriented goals.

NARRATIVE: (continued)

In-Kind Contribution

The in-kind contribution will total \$462,000.

Participating employers will contribute \$222,000:

- Retraining: \$72,000 for wages while in training
- New Hires: \$150,000 for wages of trainees and mentors to conduct on-the-job training during the first 90 days of employment

The Contractor will contribute \$240,000:

Employment Preparation Workshop (40 hours) for

- Resume writing (8 hours)
- Employment application, Reference list, Cover Letter, Follow-up letter (8 hours)
- Interview Techniques (8 hours)
- Mock Interview and Critique (2 hours)
- Job search strategy skills (6 hours)
- Internet/Email for Job Search (8 hours)

In addition, the Contractor conducts 40 hours of generic and basic Computer Skills training that is required by New Hire participating employers.

COMMENTS:

The Contractor requests a waiver for less than 40 hours of training for Job 2 which proposes a range of 24 to 80 hours of training. The Contractor has determined that 24-32 hours of training will allow specific participating employers to achieve their goals of increased productivity, and allow trainees to learn just those critical skills needed to become proficient. Some participating employers, especially those companies with 100 employees or less, will now be able to participate in ETP-funded training because trainees will be away from their jobs for a shorter length of time; thus the negative impact on the company's operations will be reduced.

PROPOSED ACTION:

Staff recommends that the Panel approve this proposal and the 40-hour minimum waiver request if funds are available and the project meets Panel priorities based on the fact that this project will provide jobs for individuals who are currently unemployed and will provide workers of participating employers with the skills to enhance the participating company's ability to remain competitive, to grow, and to ensure a continuing relationship with its customers in the community.

TRAINING PLAN:

Grp/Trainee Type	Types of Training	No. Retain	No. Class/Lab Videocnf. Hrs	No. CBT Hrs	No. SOST Hrs.	Cost per Trainee	Hourly Wage after 90 days
Job 1 New Hires	Computer Skills	200	190	0	0	\$3,032	\$10.00 - \$16.00.
Job 2 Retraitees	Computer Skills	100	24-80	0	0	\$723	*\$11.74 - \$22.00
					<u>Range of Hourly Wages</u>		
					\$10.00-\$22.00		
					<u>Prevalent Hourly Wage</u>		
					\$14.00		
					<u>Average Cost per Trainee</u>		
					\$2,262		
<u>*Health Benefit used to meet ETP minimum wage:</u>					<u>Turnover Rate</u>		<u>% of Mgrs & Supervisors to be trained:</u>
For Job 2: Health benefits may be added to the base wage in order to meet the minimum hourly wage of \$11.74 per hour for Orange County and \$11.92 for Los Angeles County.					Shall not exceed 20% annually		Shall not exceed 40%

PRACTICAL DATA PROCESSING, INC.

JOB #1 (New Hires)

TRAINING CURRICULUM

COMPUTER SKILLS for Computerized Accounting Clerk (190 Hours)

A. Introduction to Accounting & Business Office Skills

- Understanding basic accounting principles as they relate to daily business operations
- Overview of accounts receivable, accounts payable, payroll and general ledgers
- Introduction to computing basics, accounting basics, accounting terminology
- How to process business accounting work and the accounting cycle
- Accounting business correspondence and business office skills

B. Computer Operations & Accounting Applications Operations

- Computerized Accounting Applications and Office Applications
- Hardware/software and disk management basics, principles for saving, retrieving, organizing files
- Understanding and using windows, desktop and windows software applications elements

C. Business Accounting Applications 1 – Accounts Receivable (Customer Order Processing/Billing/Invoicing)

- Information processing and data entry procedures related to accounts receivable.
- Invoice processing and billing procedures
- Processing daily and periodic accounts receivable tasks
- Creating and maintaining customer accounts
- Editing and voiding cash and on-account transactions
- Recording payments/Issuing credit memos/Assessing finance charges
- Printing customer forms and reports

D. Business Accounting Applications 2 – Accounts Payable (Purchase Orders/Payment Processing)

- Information processing and data entry procedures related to accounts payable
- Processing purchase orders and vendor invoices
- Processing daily and periodic accounts payable tasks
- Creating and maintaining vendor accounts
- Payment processing/Receiving credits/Editing and voiding cash and on-account transactions
- Printing vendor forms and reports

E. Business Accounting Applications 3 – Payroll (Employee & Employer Payroll Functions)

- Information processing and data entry procedures related to payroll
- Creating/maintaining employee/employer/payroll records
- Calculating employee and employer payroll taxes
- Processing payroll/Printing employee and employer forms/reports/checks
- Editing and voiding transactions

F. Business Accounting Applications 4 – General Ledger (Financial Statements/Record Keeping)

- Information processing and data entry procedures related to general ledger
- Performing GL monthly, quarterly and annually tasks
- Creating, customizing and maintaining charts of accounts
- Entering and editing journal entries
- Processing and printing financial statements and reports

G. Accounting Electronic Spreadsheets

- Overview of electronic spreadsheets features and techniques used in the business office
- Creating, editing, formatting, enhancing, revising, opening, saving, naming & printing worksheets
- Working with formulas and functions

PRACTICAL DATA PROCESSING. INC.

JOB #2 (RETRAINING)

TRAINING CURRICULUM

COMPUTER SKILLS (24-80 HOURS)

Trainees will receive any of the following topics:

Class/Lab – Computer Operations: Windows System Operations

- Computer operations, hardware components, desktop software applications
- Understanding and using windows, desktop and windows software application elements
- Hardware and software set-up, installation and troubleshooting
- Disk Operating System (DOS) commands for disk management
- Principles for saving, retrieving and organizing files, file management using Windows Explorer

Class/Lab – Computer Operations: Network System Operations

- Introduction to Windows New Technology (NT) workstations, Network software applications
- Understanding Network Resources, Customizing the workstation desktop
- Supporting Disk Operating System (DOS) and Windows Applications
- Supporting clients on a Windows New Technology (NT) network

Class/Lab – Computer Operations: UNIX System Operations

- Basic structure and capabilities of the Unix Operating System
- Unix file system, create and manage directories, files and disk space
- File system security to control the accessibility to files
- Using the vi editor to manipulate text files, Introduction to Shell Programming

Class/Lab – Database Management: Microsoft Structured Query Language (SQL) Server

- Understanding the Structured Query Language (SQL) Server Architecture/Installing and configuring the Structured Query Language (SQL) Server
- Managing Structured Query Language (SQL) Server Security, Database files/Backup and restore Structured Query Language (SQL) Server Database
- Structured Query Language (SQL) Server's Automated Administrative Tasks/ Monitoring and Maintaining Structured Query Language (SQL) Server
- Importing and exporting data and data transformation services

Class/Lab – Database Management: Introduction to Oracle Structured Query Language (SQL) and Procedural Language/Structured Query Language (PL/SQL)

- Relational database concepts
- Simple Structured Query Language (SQL) statement for queries/update, Qualified Structured Query Language (SQL) statement for queries/update
- Query data from more than one table, Query data from more than one table using subqueries
- Creating view, Producing readable output with SQL*PLUS
- Introducing to Procedural Language/Structured Query Language (PL/SQL)
- Writing executable statement and testing a Procedural Language/Structured Query Language (PL/SQL) block

Interacting with Oracle server using Procedural Language/Structured Query Language (PL/SQL)

Class/Lab – Database Management: Oracle Database Administration

- Introduction to Oracle Architectural Components, Create an operational Oracle database
- Managing Oracle database files, tables, indexes, and tablespaces
- Understanding and managing Oracle Security, Define an effective backup and recovery strategy
- Understanding the Oracle Architecture components related to backup recovery function
- Backup methods using various Oracle database tools, cold and hot backup without using Recovery Manager (RMAN)
- Use appropriate recovery method to repair damaged database

Class/Lab – Database Management: Basic Microsoft Access

- Introduction to database management and database functions
- Understanding database features, menus, toolbars, and help
- Using data models & relational models, Database design, data definition & manipulation
- Understanding tables, identifying and working with fields, Modifying data sheets and records
- Using database management forms, queries and reports

Class/Lab – Database Management: Advanced Microsoft Access

- Advanced Database design, data definition & manipulation
- Creating, Importing and Linking Tables, Creating and editing Forms, Queries and Reports
- Working with Controls on Forms and Reports, Writing Expressions
- Sorting and filtering information, Working with Macros, Adding Charts & Pictures to Forms/Reports
- Importing & Exporting Data, Sharing data between applications
- Designing and creating databases for business applications, Time Saving Techniques

Class/Lab – Basic Word Processing Systems

- Creating, saving, naming & printing documents, Using spell check, thesaurus, grammar check
- Opening, editing, formatting & enhancing documents, Applying font, text and page enhancements
- Understanding menus, toolbars, codes, help, function keys, and cursor movements
- Inserting bullets, numbering, & page numbers, Creating headers/footers, footnotes/endnotes

Class/Lab – Advanced Word Processing Systems

- Working with multiple documents, Creating tables and columns
- Inserting and editing graphics, Inserting files, autotext entries and macros
- Performing mail merge, creating mailing labels and envelopes
- Trouble shooting & time saving techniques

Class/Lab – Basic Electronic Spreadsheets

- Understanding electronic spreadsheets, Creating, saving, naming & printing worksheets
- Opening editing, formatting, & enhancing documents, Understanding menus, toolbars, codes and help
- Using function keys, Understanding cursor movements, Applying font, text and page enhancements
- Using basic formulas and functions, Trouble shooting & time saving techniques

Class/Lab – Advanced Electronic Spreadsheets

- Creating and editing charts & graphs, Using Advanced formulas and functions
- Using templates, macros, and data tables, Working with multiple worksheets
- Consolidating worksheets and linking files, Sorting and filtering information
- Trouble shooting & time saving techniques

Class/Lab – Business Office Automation: PowerPoint for Windows

- Introduction to PowerPoint, Drawing tools, Clip art and Word art
- Organizing charts and Microsoft Graph, Templates and Slide Master
- Slide shows, output and presentation options, Advanced drawing techniques, animation, multimedia

Class/Lab – Business Office Automation: Outlook for Windows

- Getting started with Outlook, Using Mail, Handling Messages
- Scheduling, Working with Appointments & Events, Using Templates & Forms
- Integrating Outlook & Office Applications, Customizing the Outlook Environment

Class/Lab – Business Office Automation: Project for Windows

- Getting started with Projects, Creating the structure, sequencing tasks, assigning resources
- Adjusting, finalizing and saving schedules or baseline plans
- Sorting, filtering, tracking and managing project progress
- Integrating Project and Office Applications, Customizing the Project Environment

Class/Lab – Business Office Automation: FrontPage Web Design

- Getting started with FrontPage, Creating, building, linking, adding images or features to web pages
- Working with tables, forms and frames, Using tables to enhance page design and presentation
- Connecting to databases and using image or multimedia applications, Additional web functions

Class/Lab – Business Office Automation: Internet

- Internet Explorer, World Wide Web, Finding information using search engines and browsers
- Creating, sending, modify, opening electronic mail & attachments
- Printing information from the Internet and e-mail

Class/Lab – Business Accounting Applications: Peachtree, Quick Books, MAS-90, AS-400

- Introduction to Accounting
- Accounts Receivable
- Accounts Payable
- Payroll
- General Ledger
- Inventory Control

**Participating Employers in Retrainee/New Hire
Multiple Employer (MEC) Agreements
(ETP 100B)**

Contractor's Name: Practical Data Processing, Inc. CCG No.: ET03-0367
Reference No: 03-0366 Page 1 of 12

Company:	Ace Parts, Inc.		
Address:	5015 South Broadway		
City, State, Zip:	Los Angeles, CA 90037		
Contact Person/Title:	Slyvia Glass, Manager		
Telephone No.:	323-234-9241		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	12	CA:	10
Estimated # of employees to be retrained or hired under this Agreement:	1		New Hires
Company:	Acom Paper Products		
Address:	3886 E. Olympic Blvd.		
City, State, Zip:	Los Angeles, CA 90023		
Contact Person/Title:	Norma Jean Henderson, HR Manager		
Telephone No.:	323-980-8378		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	185	CA:	185
Estimated # of employees to be retrained or hired under this Agreement:	4		New Hires
Company:	AICO, Inc.		
Address:	11630 Pike St.		
City, State, Zip:	Santa Fe Springs, CA 90670		
Contact Person/Title:	Margarita Vasquez, HR Manager		
Telephone No.:	562-463-9206		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	78	CA:	78
Estimated # of employees to be retrained or hired under this Agreement:	6		New Hires

**Participating Employers in Retrainee/New Hire
Multiple Employer (MEC) Agreements
(ETP 100B)**

Contractor's Name: Practical Data Processing, Inc. CCG No.: ET03-0367
Reference No: 03-0366 Page 2 of 12

Company:	American International Inds./CPE Staff, Inc./Calif		
Address:	2220 Gaspar Avenue		
City, State, Zip:	Los Angeles, CA 90040		
Contact Person/Title:	Dana Jiang, Accounting Manager		
Telephone No.:	323-728-2999		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	580	CA:	580
Estimated # of employees to be retrained or hired under this Agreement:	5		New Hires
Company:	American Team Properties		
Address:	13204 Paramount Blvd.		
City, State, Zip:	South Gate, CA 90280		
Contact Person/Title:	Jose Luis Diaz, Office Manager		
Telephone No.:	562-663-3640		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	7	CA:	7
Estimated # of employees to be retrained or hired under this Agreement:	1		New Hires
Company:	Amrel Systems, LLC		
Address:	11801 Goldring Road		
City, State, Zip:	Arcadia, CA 91006		
Contact Person/Title:	Connie Rodriguez, HR Asst.		
Telephone No.:	626-303-5838		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	35	CA:	35
Estimated # of employees to be retrained or hired under this Agreement:	3		New Hires

**Participating Employers in Retrainee/New Hire
Multiple Employer (MEC) Agreements
(ETP 100B)**

Contractor's Name: Practical Data Processing, Inc. CCG No.: ET03-0367
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Company:	Atkinson-Baker, Inc.		
Address:	330 N. Brand Ave. #250		
City, State, Zip:	Glendale, CA 91203		
Contact Person/Title:	Craig Wright, HR Director		
Telephone No.:	818-551-7300		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	126	CA:	126
Estimated # of employees to be retrained or hired under this Agreement:	6		New Hires

Company:	Azteca Candy		
Address:	509 E. 4th Street		
City, State, Zip:	Santa Ana, CA 92701		
Contact Person/Title:	Oliver Moreno, President		
Telephone No.:	714-973-4713		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	4	CA:	4
Estimated # of employees to be retrained or hired under this Agreement:	1		New Hires

Company:	Burch Ford		
Address:	201 N. Harbor Blvd.		
City, State, Zip:	La Habra, CA 90631		
Contact Person/Title:	William Huntley, Parts & Service Director		
Telephone No.:	562-691-3225		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	95	CA:	95
Estimated # of employees to be retrained or hired under this Agreement:	4		New Hires

**Participating Employers in Retrainee/New Hire
Multiple Employer (MEC) Agreements
(ETP 100B)**

Contractor's Name: Practical Data Processing, Inc.	CCG No.: ET03-0367
Reference No: 03-0366	Page 4 of 12

Company:	Capital Wholesale Lighting & Electrical		
Address:	5812 W. Washington Blvd.		
City, State, Zip:	Culver City, CA 90232		
Contact Person/Title:	Mariam Chua, Personnel Manager		
Telephone No.:	323-937-4444		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	20	CA:	20
Estimated # of employees to be retrained or hired under this Agreement:	2		New Hires

Company:	Carmenita Leasing Rental		
Address:	13124 E. Firestone Blvd.		
City, State, Zip:	Santa Fe Springs, CA 90670		
Contact Person/Title:	G.L. Kress, President		
Telephone No.:	562-921-0033		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	25	CA:	25
Estimated # of employees to be retrained or hired under this Agreement:	1		New Hires

Company:	Champ Steel Inc.		
Address:	633 E. Young Streetq		
City, State, Zip:	Santa Ana, CA 92706		
Contact Person/Title:	Caroline Torrez, Vice President		
Telephone No.:	714-427-0100		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	50	CA:	50
Estimated # of employees to be retrained or hired under this Agreement:	1		New Hires

**Participating Employers in Retrainee/New Hire
Multiple Employer (MEC) Agreements
(ETP 100B)**

Contractor's Name: Practical Data Processing, Inc.

CCG No.: ET03-0367

Reference No: 03-0366

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Company:	CMI/Orient Tally Company		
Address:	2400 E. Sepulveda Blvd.		
City, State, Zip:	Long Beach, CA 90810		
Contact Person/Title:	Joann Kobus, Office Manager		
Telephone No.:	562-490-3800		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	100	CA:	100
Estimated # of employees to be retrained or hired under this Agreement:	4		New Hires
Company:	Construction Protection Services (CPS)		
Address:	436 W. Walnut St.		
City, State, Zip:	Gardena, CA 90248		
Contact Person/Title:	Maria Contreras, HR/Benefits Administrator		
Telephone No.:	310-878-8108		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	581	CA:	581
Estimated # of employees to be retrained or hired under this Agreement:	15		New Hires
Company:	Control Air Conditioning Corporation		
Address:	2301 N. Glassell Street		
City, State, Zip:	Orange, CA 92865		
Contact Person/Title:	Jim Shield, Risk Manager		
Telephone No.:	714-283-8100		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	600	CA:	600
Estimated # of employees to be retrained or hired under this Agreement:	2		New Hires

**Participating Employers in Retrainee/New Hire
Multiple Employer (MEC) Agreements
(ETP 100B)**

Contractor's Name: Practical Data Processing, Inc.	CCG No.: ET03-0367
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Company:	Custom Leather Craft		
Address:	811 West 58th Street		
City, State, Zip:	Los Angeles, CA 90037		
Contact Person/Title:	Claudia Bolanos, HR Manager		
Telephone No.:	323-252-2221		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	140	CA:	115
Estimated # of employees to be retrained or hired under this Agreement:	2		New Hires
Company:	Dental Health Services		
Address:	3833 N. Atlantic Ave.		
City, State, Zip:	Long Beach, CA 90807		
Contact Person/Title:	Mehdi Moussavi, CFO		
Telephone No.:	562-595-6000		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	50	CA:	50
Estimated # of employees to be retrained or hired under this Agreement:	5		New Hires
Company:	Douglas Steel Supply		
Address:	5764 S. Alcoa		
City, State, Zip:	Vernon, CA 90058		
Contact Person/Title:	Sharon Baker, Office Manager		
Telephone No.:	323-587-7676		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	85	CA:	85
Estimated # of employees to be retrained or hired under this Agreement:	2		New Hires

**Participating Employers in Retrainee/New Hire
Multiple Employer (MEC) Agreements
(ETP 100B)**

Contractor's Name: Practical Data Processing, Inc.

CCG No.: ET03-0367

Reference No: 03-0366

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Company: Europa

Address: 2701 S. Garfield

City, State, Zip: Commerce, CA 90041

Contact Person/Title: David Ho, Controller

Telephone No.: 323-722-1011

Collective Bargaining Agreement(s): N/A

Total # full-time company employees worldwide: 45 CA: 45

Estimated # of employees to be retrained or hired under this Agreement: 3 New Hires

Company: Glenwood Designs

Address: 18700 Laurel Park Rd.

City, State, Zip: Rancho Dominguez, CA 90220

Contact Person/Title: Laura Godbehere, Office Manager

Telephone No.: 310-764-0130

Collective Bargaining Agreement(s): N/A

Total # full-time company employees worldwide: 20 CA: 19

Estimated # of employees to be retrained or hired under this Agreement: 2 New Hires

Company: Gold Crown Electronics, Inc.

Address: 129 E. Savarona Way

City, State, Zip: Carson, CA 90746

Contact Person/Title: Alice Choi, Office Manager

Telephone No.: 310-538-8282

Collective Bargaining Agreement(s): N/A

Total # full-time company employees worldwide: 13 CA: 13

Estimated # of employees to be retrained or hired under this Agreement: 1 New Hires

**Participating Employers in Retrainee/New Hire
Multiple Employer (MEC) Agreements
(ETP 100B)**

Contractor's Name: Practical Data Processing, Inc. **CCG No.:** ET03-0367
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Company:	Kent H. Azaren MD Inc. dba Assoc. in Gen. Surgery		
Address:	2865 Atlantic Ave., Suite #223		
City, State, Zip:	Long Beach, CA 90806		
Contact Person/Title:	Barbara Robinson, Manager		
Telephone No.:	562-424-0421		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	12	CA:	12
Estimated # of employees to be retrained or hired under this Agreement:	2		New Hires
Company:	King Audio/AKA Concept		
Address:	330 Tumbull Canyon Road		
City, State, Zip:	City of Industry, CA 91745		
Contact Person/Title:	Jean Tsao, Controller		
Telephone No.:	626-968-8827		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	25	CA:	25
Estimated # of employees to be retrained or hired under this Agreement:	1		New Hires
Company:	M.S. Fabric Inc.		
Address:	17021 Kingsview Ave.		
City, State, Zip:	Carson, CA 90746		
Contact Person/Title:	Teresa Kim, CFO		
Telephone No.:	310-808-0008		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	10	CA:	10
Estimated # of employees to be retrained or hired under this Agreement:	1		New Hires

**Participating Employers in Retrainee/New Hire
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Company: MAB Services, Inc.

Address: 2121 W. Temple Street

City, State, Zip: Los Angeles, CA 90026

Contact Person/Title: Daniel Smith, MIS Director

Telephone No.: 213-413-2121

Collective Bargaining Agreement(s): N/A

Total # full-time company employees worldwide: 102 CA: 102

Estimated # of employees to be retrained or hired under this Agreement: 2 New Hires

Company: New-Tech Resources

Address: 17330 Brookhurst St., #370

City, State, Zip: Fountain Valley, CA 92708

Contact Person/Title: Lester Amey, President

Telephone No.: 714-500-1006

Collective Bargaining Agreement(s): N/A

Total # full-time company employees worldwide: 30 CA: 30

Estimated # of employees to be retrained or hired under this Agreement: 1 New Hires

Company: Princeton Graphic Systems, Inc.

Address: 10910 Talbert Avenue

City, State, Zip: Fountain Valley, CA 92708

Contact Person/Title: Lioyella Coutts, HR Manager

Telephone No.: 714-593-8004

Collective Bargaining Agreement(s): N/A

Total # full-time company employees worldwide: 31 CA: 31

Estimated # of employees to be retrained or hired under this Agreement: 1 New Hires

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Company:	Shari D. Nemirow, CPA		
Address:	5242 Katella Ave., #104		
City, State, Zip:	Los Alamitos, CA 90720		
Contact Person/Title:	Shari D. Nemirow, Owner		
Telephone No.:	562-430-8231		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	2	CA: 2	
Estimated # of employees to be retrained or hired under this Agreement:	1	New Hires	

Company:	Smart Electronics & Assembly, Inc.		
Address:	2000 W. Corporate Way		
City, State, Zip:	Anaheim, CA 92801		
Contact Person/Title:	Simon Eng, Manager		
Telephone No.:	714-991-6500		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	80	CA: 80	
Estimated # of employees to be retrained or hired under this Agreement:	1	New Hires	

Company:	South Bay Toyota Dealership		
Address:	18416 S. Western Avenue		
City, State, Zip:	Gardena, CA 90248		
Contact Person/Title:	Pam Komplski, Business Manager		
Telephone No.:	310-323-7800		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	133	CA: 133	
Estimated # of employees to be retrained or hired under this Agreement:	2	New Hires	

**Participating Employers in Retrainee/New Hire
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Company:	Teltron Company		
Address:	3000 Olympic Blvd.		
City, State, Zip:	Santa Monica, CA 90404		
Contact Person/Title:	Jon Honoa, Business Manager		
Telephone No.:	310-315-4898		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	3	CA:	3
Estimated # of employees to be retrained or hired under this Agreement:	1		New Hires

Company:	The Berns Company		
Address:	1250 W. 17th Street		
City, State, Zip:	Long Beach, CA 90813		
Contact Person/Title:	Dan Berns, President		
Telephone No.:	562-437-0471		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	25	CA:	25
Estimated # of employees to be retrained or hired under this Agreement:	8		New Hires

Company:	Thorco Incorporation		
Address:	11950 Burke Street		
City, State, Zip:	Santa Fe, CA 90670		
Contact Person/Title:	Carol Heine, Office Manager		
Telephone No.:	562-696-2155		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	15	CA:	15
Estimated # of employees to be retrained or hired under this Agreement:	1		New Hires

**Participating Employers in Retrainee/New Hire
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Company: Transcom Telecommunications

Address: 15323 Garfield Ave.

City, State, Zip: Paramount, CA 90723

Contact Person/Title: Oscar Hernandez, Office Manager

Telephone No.: 562-630-1200

Collective Bargaining Agreement(s): N/A

Total # full-time company employees worldwide: 22 CA: 22

Estimated # of employees to be retrained or hired under this Agreement: 3 New Hires

Company: Western Over Seas Frt.

Address: 1855 Coronado Road

City, State, Zip: Long Beach, CA 90804

Contact Person/Title: Lauri Sullivan, Credit Manager

Telephone No.: 562-985-0616

Collective Bargaining Agreement(s): N/A

Total # full-time company employees worldwide: 116 CA: 72

Estimated # of employees to be retrained or hired under this Agreement: 1 New Hires

**Participating Employers in Retrainee/New Hire
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Company:	Aerotec Alloys Inc.		
Address:	10632 Alondra Blvd.		
City, State, Zip:	Norwalk, CA 90650		
Contact Person/Title:	Sherry Franklin, Administration Assistant		
Telephone No.:	562-402-8363		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	63	CA:	63
Estimated # of employees to be retrained or hired under this Agreement:	9		Retrainees
Company:	Al Asher & Son's Inc.		
Address:	5301 Valley Blvd.		
City, State, Zip:	Los Angeles, CA 90032		
Contact Person/Title:	Robert L. Asher, Treasurer		
Telephone No.:	323-225-2295		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	17	CA:	17
Estimated # of employees to be retrained or hired under this Agreement:	2		Retrainees
Company:	Alpha Tooling, Inc.		
Address:	15100 Radius Place		
City, State, Zip:	Santa Fe Springs, CA 90670		
Contact Person/Title:	Shelley Rodriguez, Office Manager		
Telephone No.:	562-921-9881		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	18	CA:	18
Estimated # of employees to be retrained or hired under this Agreement:	1		Retrainees

**Participating Employers in Retrainee/New Hire
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Company:	Ansa Automotive Parts Distribution		
Address:	6079 Rickenbacker Rd.		
City, State, Zip:	Commerce, CA 90040		
Contact Person/Title:	Ernesto Manrique, Sales Manager		
Telephone No.:	323-726-9923		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	25	CA:	7
Estimated # of employees to be retrained or hired under this Agreement:	6		Retrainees
Company:	Applied Business Software		
Address:	2847 Gundry Ave.		
City, State, Zip:	Long Beach, CA 90806		
Contact Person/Title:	Eddy Delgado, Vice President		
Telephone No.:	800-833-3343		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	11	CA:	11
Estimated # of employees to be retrained or hired under this Agreement:	1		Retrainees
Company:	CHAMP Steel, Inc.		
Address:	633 E. Young Street		
City, State, Zip:	Santa Ana, CA 92705		
Contact Person/Title:	Caroline Torrez, Vice President		
Telephone No.:	714-427-0100		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	50	CA:	50
Estimated # of employees to be retrained or hired under this Agreement:	7		Retrainees

**Participating Employers in Retrainee/New Hire
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Company: Cirillo Mfg. Inc.

Address: 6262 Chalet Dr.

City, State, Zip: Commerce, CA 90040

Contact Person/Title: Betty Khu, Office Manager

Telephone No.: 562-806-3600

Collective Bargaining Agreement(s): N/A

Total # full-time company employees worldwide: 14 CA: 14

Estimated # of employees to be retrained or hired under this Agreement: 1 Retrainees

Company: Continental Currency Services, Inc.

Address: 6401 Hollywood Blvd.

City, State, Zip: Hollywood, CA 90028

Contact Person/Title: Tobie Schwartz, Director of Human Resources

Telephone No.: 323-466-6274

Collective Bargaining Agreement(s): N/A

Total # full-time company employees worldwide: 500 CA: 500

Estimated # of employees to be retrained or hired under this Agreement: 40 Retrainees

Company: Densitron Corporation

Address: 10430-2 Pioneer Blvd.

City, State, Zip: Santa Fe Springs, CA 90670

Contact Person/Title: Elizabeth Higgins, V.P. Finance/CFO

Telephone No.: 562-941-5000

Collective Bargaining Agreement(s): N/A

Total # full-time company employees worldwide: 200 CA: 20

Estimated # of employees to be retrained or hired under this Agreement: 1 Retrainees

**Participating Employers in Retrainee/New Hire
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Company:	Elite Concrete Restoration Inc.		
Address:	8616 Cleta St.		
City, State, Zip:	Downey, CA 90241		
Contact Person/Title:	Tina Venegas, Secretary		
Telephone No.:	562-904-7070		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	29	CA:	29
Estimated # of employees to be retrained or hired under this Agreement:	1		Retrainees
Company:	Fay's Foods Inc.		
Address:	10650 Burbank Blvd.		
City, State, Zip:	N. Hollywood, CA 91601		
Contact Person/Title:	Evie Goldfield, Coordinator		
Telephone No.:	818-508-8392		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	30	CA:	30
Estimated # of employees to be retrained or hired under this Agreement:	5		Retrainees
Company:	Luminar Creations, Inc.		
Address:	448 S. Hill St. #1200		
City, State, Zip:	Los Angeles, CA 90013		
Contact Person/Title:	Len Basa, Office Manager		
Telephone No.:	213-629-4762		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	48	CA:	48
Estimated # of employees to be retrained or hired under this Agreement:	1		Retrainees

**Participating Employers in Retrainee/New Hire
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Contractor's Name: Practical Data Processing, Inc.

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Company: One Stop Undercar Monrovia

Address: 144 W. Chestnut Ave.

City, State, Zip: Monrovia, CA 91016

Contact Person/Title: Steven Wolchuck, Owner

Telephone No.: 626-359-9100

Collective Bargaining Agreement(s): N/A

Total # full-time company employees worldwide: 18 CA: 18

Estimated # of employees to be retrained or hired under this Agreement: 4 Retrainees

Company: R & J Rule & Die Inc.

Address: 12426 Lambert Road

City, State, Zip: Whittier, CA 90606

Contact Person/Title: Judy Fuller, Office Manager

Telephone No.: 562-945-7535

Collective Bargaining Agreement(s): N/A

Total # full-time company employees worldwide: 11 CA: 11

Estimated # of employees to be retrained or hired under this Agreement: 2 Retrainees

Company: Service Craft, LLC

Address: 6570 Altura Blvd.

City, State, Zip: Buena Park, CA 90621

Contact Person/Title: Michael Cutuli, Director of Human Resources

Telephone No.: 714-690-3400

Collective Bargaining Agreement(s): N/A

Total # full-time company employees worldwide: 836 CA: 580

Estimated # of employees to be retrained or hired under this Agreement: 30 Retrainees

**Participating Employers in Retrainee/New Hire
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Contractor's Name: Practical Data Processing, Inc.	CCG No.: ET03-0367
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Company:	Thorco Inc.		
Address:	11950 burke Street		
City, State, Zip:	Santa Fe Springs, CA 90670		
Contact Person/Title:	Carole Heine, Office Manager		
Telephone No.:	562-696-2155		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	16	CA:	16
Estimated # of employees to be retrained or hired under this Agreement:	5		Retrainees

Company:	Wavefront Technology		
Address:	15149 Garfield Ave.		
City, State, Zip:	Paramount, CA 90723		
Contact Person/Title:	Ruth Crilly, HR Manager		
Telephone No.:	562-634-0434		
Collective Bargaining Agreement(s):	N/A		
Total # full-time company employees worldwide:	24	CA:	24
Estimated # of employees to be retrained or hired under this Agreement:	5		Retrainees